

# LOS ANGELES CITY FIRE DEPARTMENT

## Division 5 Permit

F-390

### LOCATION INFORMATION

▼ PD USE ONLY ▼

Address:	Dates of Use:	Date Granted:	PERMIT#
		Date Expires:	

Name:	Phone: (     )
City:	State:                      Zip:

### CONTRACTOR INFORMATION

Name:	Phone: (     )	
Address:		
City:	State:                      Zip:	
Print Name:	Signature:	Title:

### PROPERTY OWNER / SPONSORING ORGANIZATION

Name:	Phone: (     )	
Address:		
City:	State:                      Zip:	
Print Name:	Signature:	Title:

\* Do Not Write Below This Line \*

Inspector Signature:				<b>FIRE MARSHAL</b>		
Date:	Unit					Billing and Accounts receivable 10th Floor Room 1070 (Rev Code 3552)
	Phone #					
ITEM	Code ID	No	FEE			
Fireworks-ground display	380					
* aerial burst under 6"	390					
* aerial burst over 6"	400					
Exhibit, Show or Circus	420					
Tent-450 to 3,500 sq.ft.	430					
Tent-3,500 to 25,000 sq.ft.	440					
Tent-over 25,000 sq.ft.	450					
<b>TOTALS</b>				Signature		

\*\*\*\* Check here ☐ if comments are used on back of form. \*\*\*\*

**PUBLIC ASSEMBLAGE UNIT  
AUTHORIZATION FOR SAFETY WATCH**

**SPECIAL EVENTS**

The following emergency inspection was conducted: (circle)

- |                             |                                        |
|-----------------------------|----------------------------------------|
| A. Carnivals                | <u>H.</u> Outdoor Special Events       |
| B. Exhibits                 | I. Church Revivals                     |
| C. Shows                    | J. Helicopter Landings                 |
| D. Circus                   | K. Events w/open flames, i.e., Candles |
| E. Firework Displays        | L. L.A.U.S.D. Events                   |
| F. Parties, i.e., Premieres | <u>M.</u> Other <u>FSO FEE'S</u>       |
| G. Events within Tents      |                                        |

X BILL TO: I, Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

am the responsible party and am authorized to expend funds for a Safety Watch at:

X SITE ADDRESS: \_\_\_\_\_

I hereby request that a Fire Department Inspector perform a safety watch for:

Type of Inspection: OUTDOOR SPECIAL EVENT/FSO FEE  
on (Date) 10/22 at (Time) TBD or a time to be scheduled at a later date.

I agree to pay a fee of \$256.00 for the first four hours or any fraction of that period, and a fee of \$64.00 per hour thereafter.

**FOUR HOUR MINIMUM**

X Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_  
LAFD Inspector (Print) Alan K. Babin Date 9/7/11  
Inspector # 222 (Signature) Alan K. Babin from TBD to TBD  
Approved by: \_\_\_\_\_ Date \_\_\_\_\_

FOR ACCOUNTING USE ONLY

DATE RECEIVED: \_\_\_\_\_

DATE INVOICED: \_\_\_\_\_

**FIRE DEPARTMENT**  
**CONDITIONS FOR CHANGE OF USE EVENTS**

1. Obtain a letter of approval from the district LAPD Division Commander to have an event in a commercial building.
2. Notify the Fire Department Public Assemblage Unit to schedule an appointment 48 hours prior to submitting plans.
3. Provide three sets of plans, drawn to scale, 14 working days prior to event. (To include locations of exits, stages, booths, cooking, tables and chairs and adjacent buildings.)
4. Provide \_\_\_\_\_ number of Uniformed Fire Safety Officers for this event.
5. Provide billing information for Uniformed Fire Safety Officers at a fee of \$50 per hour with a minimum of four hours.
6. Provide illuminated exit signs and emergency lighting with battery backup as indicated on approved plans.
7. Provide \_\_\_\_\_ portable fire extinguishers as indicated on approved plans for this event. (Type of extinguisher will be a minimum of 2A/10BC.)
8. Provide \_\_\_\_\_ State licensed security for this event as per LAPD requirements for this event.
9. All exits shall swing in direction of egress as indicated on approved plans and/or be approved by the district inspector.
10. All decorative material shall be flameproofed or flame retardant in accordance with State of California Fire Marshal requirements.
11. No open flame devices (candles, cooking, etc.) or filming without notification, approval, and Fire Department Special Permit.
12. All equipment suspended from the ceiling must meet approval of on-site Fire Inspector.
13. All cables must be securely taped, matted, or flown.
14. All exits and aisles shall be clear and unobstructed at all times.
15. The maximum occupancy load shall not exceed \_\_\_\_\_ at all times. (O/L is based on number of exits, total exit width and available floor space.)
16. Approved plans and permits shall be on site and made accessible for on-site Fire Inspector.
17. Obtain a permit from the Department of Building and Safety for a Temporary Certificate of Occupancy. After Fire Department approval of occupancy load, call (213) 977-6614.
18. Provide Fire Department with name of responsible person who will be on-site during the event.

Received by _____	(Name)	(Driver's License #)	(Date)
couevent			

# TENT CHECKLIST

## FOR FIRE DEPARTMENT APPROVAL

Provide three sets of layouts drawn to scale showing all equipment. In addition, items inside the tent as per Division 33 and Division 115.

Show distance from tent to any structures or property lines on layout  
10' away under 1,500 sq. ft.  
30' away if between 1,501 to 15,000 sq. ft.  
50' away if over 15,000 sq. ft.

**FOR TENTS OVER 1,500 SQ. FEET:** An unobstructed passageway not less than six feet in width and free from any wires or other obstructions shall be maintained on all sides of tents.

**EXITING** - Exit width, number of exits, stairs, cables matted or flown aboveground. Show location of equipment or tent lines in relation to exits as per Division 115.

No parking within 50 ft. of tent(s) (most restrictive).

It is understood that support vehicles (catering trucks, etc.) must be at least 20' away from tent.

**"NO SMOKING"** signs will be installed in tent in a conspicuous place *(NO ASH TRAYS)*

# No. of "No Smoking" signs required

Fire Extinguishers will be provided in all tents and mounted in a conspicuous place.

# No. of extinguishers required.

**NO OPEN FLAME WITHIN THE TENT** - Sterno for WARMING food IS allowed with chafing dishes ONLY. Exceptions to this required Permit F315.

Heaters must be approved type and located 10' away from exits. Propane tanks for heater will be located outside the tent at least 10' away and secured to tent stakes.

Occupant Loads: Check one that applies

Over 49 - illuminated exit signs  
100 or more - emergency egress lighting and battery exit signs  
1,000 or more - 1 1/2" hose line provided for fire fighting.

**SAFETY OFFICER(S)** required if - occupant loads is 500 to 999 - 1 uniformed Fire Safety Officer  
1,000 or more - 2 uniformed Fire Safety Officers

No. of Fire Safety Officers required for this event?  
(At \$50 per hour, 4 hour minimum per Fire Safety Officer)

**CATERER:**

Name:

Address:

City:

Phone:

Contact Person:

**TENT COMPANY:**

Name:

Address:

City:

Phone:

Contact Person:

Notify Inspector Bill Hart of the Department of Building and Safety  
213/ 237-1459, of the location, phone number, and dates.

A Set of approved plans shall be on site and made accessible to the Fire Marshal

\* *Chairs shall be bonded together.*

THE ABOVE IS CORRECT AND TRUE TO FORM:

(Signature)

DATE:

## BASIC SETUP REQUIREMENTS

All setups and operations are subject to field inspection by an inspector.

1. Special Permit (F-315) is required for any open flame on premises.
2. A Division 5 Permit is required for setups of tents, canopies, or membrane structures if the total square footage is more than 450 SQ. FT.
3. A Building and Safety Permit is required for all-electrical, natural gas, or water installations that extend from the building.  
(Department of Building Safety Public Information for: Electrical - 213/485-2333; Plumbing - 213/485-7864)
4. Generators must be placed 20 feet from the building. Also, must have a 20BC Fire Extinguisher placed nearby.
5. Electrical wires or cables, and any gas/water piping on ground located in public area must be matted.
6. No cooking under tents, canopies, or membranes is allowed. However, if canopy is metal (noncombustible), cooking is permitted. A 10 feet clearance must be maintained between the structure and booth.
7. If a propane tank is used, a minimum 10 feet clearance must be kept between tank and appliance(s).
8. Every booth, where there will be cooking, shall have a 2A-10BC Fire Extinguisher, or equivalent, inside.
9. Barbecues must be kept in a remote area where there is no public access.
10. CARNIVAL AREA: Provide an additional fire extinguisher throughout. (Within 75' of travel)
11. ALL rides shall have a 2A-10BC fire extinguisher. NO rides may be within 20 feet of a building.
12. ALL exits and aisles must be maintained free and clear of any items.
13. Tents and canopies shall have a State Fire Marshal Flame Resistance Rating.
14. ALL decorations, etc. shall be flame retardant.
15. A 7 feet overhead clearance must be maintained in all public access areas.
16. A 20 feet fire lane with a minimum 14 feet overhead clearance must be maintained.
17. ALL booths shall be a minimum of 10 feet away from structures.
18. Tables shall be arranged so that the seating edges of adjacent tables are not less than 54 inches apart.
19. Rectangular tables arranged to accommodate seating on one side only, shall have not less than 36 inches between adjacent table edges.
20. Every chair shall be within 20 feet of an aisle.
21. LOOSE-CHAIR SEATING: The space between rows of chairs shall be not less than 33 inches. The space between the back of each seat and front of the seat immediately behind will be not less than 12 inches. Seats shall be arranged so that there shall be not more than six intervening seats between any seat and the nearest aisle.  
*All chairs shall be bonded together.*

SIGNATURE/TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_



## LOS ANGELES FIRE DEPARTMENT SPECIAL EVENT GENERAL REQUIREMENTS

The following are the minimum general requirements for special events in the City of Los Angeles:

1. Provide and I.D. the LAFD the responsible production and security managers for each stage.
2. No open flame acts, pyro, or cooking without Fire Department approval.
3. All venue occupant loads shall be maintained.
4. All exits and aisles shall be maintained free and clear.
5. All cables shall be taped, matted, or flown.
6. Compressed gas cylinders shall be secured at all times, and capped if not being used.
7. Fire lanes shall be maintained and unobstructed at all times.
8. All fire protection systems shall be visible and unobstructed.
9. All sets, backdrops, and decorations shall be flame retardant.
10. Motor vehicles shall not operate within event area.
11. Comply with Bureau of Fire Prevention Requirement #8 for installation and use of all tents and canopies.
12. Security shall maintain the perimeter and not allow the public into the event area until fire lanes are cleared.
13. Security shall maintain the perimeter and not allow motor vehicles in the event area until the public is cleared.
14. Event organizers shall have the appropriate number of tow trucks ready to clear the perimeter lane and all fire lanes within the event area.
15. Event organizers shall secure transport, and store in an approved location any flammable and/or compressed gas cylinders.
16. Exit signs, fire lane signs, and occupant load signs shall be displayed and visible before the event is opened to the public.
17. Waste coals shall be fully extinguished and cold and then placed into a clean metal container for disposal.
18. All propane containers shall be tested for leakage by performing the manufacturers recommended testing procedures.
19. Maintain on all streets affected by the event a 20-foot fire lane during the construction and dismantling phases of the event.
20. Provide a memo to the vendors stating "NO MOTOR VEHICLES INSIDE THE EVENT PERIMETER UNTIL FIRE DEPARTMENT APPROVES ACCESS".
21. Provide a memo to security, the Los Angeles Police Department, and the Department of Transportation stating "NO MOTOR VEHICLES INSIDE THE EVENT PERIMETER UNTIL FIRE DEPARTMENT APPROVES ACCESS".
22. Event organizers shall obtain signed cooking requirements from all vendors.

Received by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**LOS ANGELES FIRE DEPARTMENT  
FIRE LANE REQUIREMENTS**

**SECTION 57.09.04 FIRE LANE MAINTENANCE**

Any person owning or having control of any facility, structure, group of structures, premises, or special event shall maintain all fire lanes in an unobstructed manner.

**SECTION 57.09.03**

Fire lanes shall have a minimum clear roadway width of 20 feet.

**SECTION 57.09.03 (D) (6)**

Fire lanes shall have a minimum clear overhead clearance of 14 feet.

**SECTION 57.09.05 (A)**

Fire lanes shall be posted with signs not less than 17 inches by 22 inches in size, with lettering not less than one-inch height, stating "NO PARKING - DESIGNATED FIRE LANE. VIOLATORS WILL BE CITED VEHICLE CODE SECTION 22500.1. VEHICLES PARKED IN VIOLATION WILL BE TOWED AWAY AT OWNER'S EXPENSE." Signs shall also contain a telephone number of the Los Angeles Police Department, which may be called by the person owning the vehicle to find out where it has been towed. Signs shall be in plain view at all entrances to required fire lanes and the spacing of signs shall be as required by the Chief. The bottom of such signs shall be six feet above the adjacent ground surface.

Received by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

09/04

SPECIAL PERMIT NO. \_\_\_\_\_

LOS ANGELES FIRE DEPARTMENT  
SPECIAL PERMIT FOR TEMPORARY COOKING

NAME OF EVENT \_\_\_\_\_

ADDRESS OF EVENT \_\_\_\_\_

DATES OF USE \_\_\_\_\_

NAME OF VENDOR \_\_\_\_\_

ADDRESS OF VENDOR \_\_\_\_\_

SIGNATURE AND TITLE OF VENDOR \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

REQUIREMENTS

1. No cooking under canopies or in unapproved indoor structures.
2. Cooking devices using propane must have the propane bottle outside the booth and properly secured in an upright position. Use of propane indoors is PROHIBITED.
3. All fittings and hose used with propane shall be approved for such use by an approved testing laboratory.
4. Propane shall be limited to the supply on site. There shall be no remote storage area.
5. Refueling of propane cylinders on site or at other than approved locations is prohibited.
6. A fire extinguisher with a minimum of 20BC classification to be provided at each booth.
7. A minimum of 3 feet clearance must be provided between the public and the cooking device by a barricade.
8. All cooking devices shall be secure, stable, and level.
9. No smoking within 25 feet of propane cylinder and no smoking inside tent or canopy.
10. All propane connections shall be tested for leakage by performing the manufacturers recommended testing procedures.
11. Waste coals shall be fully extinguished and cold and then placed into a clean noncombustible container for disposal.
12. The use of tabletop portable propane/butane cooking devices is prohibited.
13. All tents, canopies, banners, signs, and decorations shall be flame treated with a California Flame Certificate.
14. All electrical wiring, connections, and lighting devices shall be "U.L." approved.
15. L.A. County Health Department approval shall be obtained for cooking on site.



## COOKING AT SPECIAL EVENTS - REQUIREMENTS

ADDENDUM TO SPECIAL PERMIT (F-315) NO.: \_\_\_\_\_

EVENT: \_\_\_\_\_

DATES - FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DBA/BOOTH: \_\_\_\_\_

1. NO cooking under canopies or in unapproved indoor structures.
2. Cooking devices using propane must have the propane bottle outside the booth and properly secured in an upright position. Use of propane indoor is PROHIBITED.
3. All fittings and hose used with propane shall be approved for such use by an approved testing laboratory.
4. Propane shall be limited to the supply on site. There shall be no remote storage area.
5. Propane cylinder size is limited to a 5.76-gallon capacity.
6. Limit one 5.76-gallon cylinder per appliance.
7. Refueling of propane cylinders on site or at other non-approved locations is prohibited.
8. A fire extinguisher with a minimum of 20BC classification is to be provided at each booth.
9. A minimum of three- (3) feet clearance must be provided between the public and the cooking device by a barricade.
10. All cooking devices shall be secure, stable, and level.
11. The L.A. County Health Department approval must be obtained for cooking on site.
12. No Smoking within 25 feet of propane cylinder. No Smoking inside tent or canopy.
13. Coals shall be fully extinguished and cold, then placed into a clean noncombustible container for disposal.
14. All propane connections shall be tested for leakage by performing the manufacturers recommended testing procedures.

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE SIGN TWO COPIES. ONE COPY SHALL REMAIN ON SITE AND THE OTHER FOR  
THE FIRE DEPARTMENT.

## BBQ PERMIT INSTRUCTIONS

(Attach to F-315 Special Permit)

1. Applications shall be made to the Los Angeles City Fire Department for use of portable barbecue devices.

NOTE: Notification must be made to the Safety Section of the L.A.U.S.D. Board of Education, when a barbecue device is located on L.A.U.S.D. property.

2. Portable barbecues can only use charcoal briquettes, natural gas, or electricity as the fuel.
3. The location of the barbecue device should be in a non-enclosed area, located at least five (5) feet from any combustible material, and shall have at least five (5) feet of clear working space completely around the device.
4. The barbecue device must be so isolated that persons other than the operators may not approach nearer than five (5) feet of the device. There shall be a rigid restricting barrier.
5. Only adults should be allowed inside the barrier. Absolutely no children under twelve (12) years of age shall be within the barrier.
6. One (1) water type extinguisher of at least 2-1/2 gallon capacity shall be available inside the barrier.
7. Flammable liquids shall not be used to start charcoal.
8. At the termination of use, the embers and ashes shall be thoroughly soaked with water.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

JAY H. GROOM  
PRESIDENTROLAND COLEMAN  
VICE PRESIDENTLOUISE L. FRANKEL  
TYRONE FREEMAN  
VERONICA GUTIERREZBLANCA GOMEZ-REVELLES  
EXECUTIVE ASSISTANT IIJAMES K. HAHN  
MAYORWILLIAM R. BAMATTRE  
FIRE CHIEF200 NORTH MAIN STREET  
LOS ANGELES, CA 90012(213) 678-3800  
FAX: (213) 678-3816

http://www.lafd.org

June 8, 2005

To Whom It May Concern:

A tragic incident occurred in the City of Los Angeles where a portable propane cooking stove exploded. The propane stove was being used for cooking purposes in a public assemblage occupancy. The explosion resulted in injuries to four people.

The use of portable propane/butane cooking devices is not approved for use inside buildings in the City of Los Angeles where the public is present.

Los Angeles Municipal Code 57.110.19 states, "No person shall, without the use of a Special Permit, use or store compressed gases or liquefied flammable gases within any assembly occupancy for demonstrations, exhibitions, trade shows, lectures, or any other purpose which in the opinion of the Chief would create a fire, life, or panic hazard."

The purpose of this notice is to remind all owners and managers of public assemblage occupancies of their responsibility to ensure that these illegal and unsafe cooking devices are not being used or stored in their facilities.

This document is also intended to provide notice requiring the immediate discontinuance of the unsafe and illegal practice noted herein.

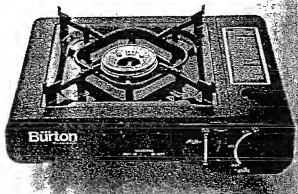
The concern of the Los Angeles City Fire Department is the safety and well-being of all residents and visitors of our City.

Further information and questions regarding this issue should be directed to the Bureau of Fire Prevention and Public Safety's Public Assemblage Unit at (213) 978-3640.

Very truly yours,

  
Jimmy H. Hill  
Fire Marshal

**39.95**  
**THE PORTABLE BURNER:**  
**A STOVE THAT GOES WHERE YOU GO**



For buffets, camping or emergencies: safe cooking convenience, indoors or out. Our portable burner uses disposable butane canisters (sold separately) as a self-contained fuel source. Built-in ignition system needs no matches. The heavy-gauge body is built to last, yet weighs under five pounds. Stock up on extra butane canisters. Single canister, 2.95. Three-pack, 7.95. In Cookware, 7546.

**Saturday 9am to 10pm\***  
**2-D-HOT**

**- C A T**

# CITY OF LOS ANGELES

BOARD OF  
FIRE COMMISSIONERS  
485 6032

STATE OF CALIFORNIA



RICHARD J. RIORDAN  
MAYOR

DEPARTMENT OF FIRE  
200 NORTH MAIN STREET  
LOS ANGELES, CA 90012

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EXECUTIVE ASSISTANT

February 18, 1997

## RE: TEMPORARY EVENTS

The Department of Building and Safety has implemented a process of "FIELD APPROVALS" for temporary events within the City of Los Angeles. The conditions of approval in the field must comply with the following items:

1. All tents or canopies on residential property larger than 450 square feet.
2. All tents or canopies on commercial property with a dimension larger than 12 lineal feet.
3. All platforms or structures intended for live loads taller than 30" require engineering approval or approved standard plan on file with the Department of Building and Safety prior to inspection.
4. All temporary changes of use of occupancies of building spaces, vacant land, or parking areas. (TCO)

The field-approved structures should not exceed a maximum of 5 days, and a change of use or occupancy should not exceed a maximum of 3 days.

Submission to the appropriate Los Angeles Fire Department unit of a safety plan of the "Special Event" is required even on those events that have been approved as Special Events approval. The approval must be made available to the Building and Safety inspectors at the time of the site inspection. This single processing of the "Safety Plan" eliminates an additional Building and Safety plan approval. In addition to the Fire Code requirements, zoning matters. If you're planning a dance prior approval from the Los Angeles Police Department is required.